INDIANA DEPARTMENT OF CORRECTION
STAFF DEVELOPMENT AND TRAINING
CORRECTIONAL TRAINING INSTITUTE

THIRD QUARTER
ANNUAL TRAINING CALENDAR
JANUARY 2007 – MARCH 2007

J. David Donahue, Commissioner

Daniel Ronay, Director

A Letter From The Director.........

HAPPY NEW YEAR!

The Quarterly Training Schedule for January through March of 2007 presents more training experiences for Department of Correction staff.

As the Staff Development and Training Division surges forward in providing the finest of service support to field staff, many new training opportunities are being created and on the horizon of implementation. Certification programs that will soon be offered include:

- Screening Officer
- Hearing Chair
- Adjunct Internal Affairs
- Property Officer
- Safety Hazard Manager
- ACA Accreditation Manager

The Division's Strategic Plan for Calendar Year 2007 includes:

- Enhancing the Leadership Development Process for Department Staff.

- Providing mandated training to all newly hired jailers statewide.

- Expanding E-Learning Capabilities to offer job-specific Computer Based Training modules to staff.

- Employing modern technology to reduce the cost of the delivery of NEAO.

- Establishing measurement instruments to monitor all Division programs to document results.

An exciting program "Experienced and Emerging Leaders" will debut in February and will see forty (40) nominated and selected staff commence a 12 month leadership development/refinement program that will bolster the leadership coffers of our department.

Please work in harmony with your Facility Training Coordinators and Regional Training Managers to tailor the best training for all of your needs; whether it is at the facility, department, shift, or individual level.

Never hesitate to make contact by email: dgronay@doc.in.gov or phone: 317-232-1757 or 765-437-3611 if you need my assistance.

Respectfully,

Dan Ronay

TABLE OF CONTENTS

STAFF DEVELOPMENT AND TRAINING
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ADMINISTRATIVE FAX   (765) 521-0595
CTI ACADEMY FAX   (765) 529-6873

CORRECTIONAL FACILITIES ABBREVIATIONS

ADULT FACILITIES

Branchville CF	BTC
Chain O'Lakes CF	COL
Correctional Industrial Facility	CIC
Edinburgh CF	JCU
Henryville CF	HYC
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indpls Men's Work Release Center	IMW
Indpls Women's Work Release Center	IWW
Madison CF	MCU
Medaryville CF	MYC
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Plainfield Re-Entry Facility	PREF
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC

JUVENILE FACILITIES

Camp Summit	SFJ
Indianapolis Juv CF	IJCF
Logansport Juv CF	LJF
Northeast Juv CF	NEJ
Pendleton Juv CF	PJC
South Bend Juv CF	SBJ

STATE HOLIDAYS:

2007

January 1, 2007   New Year's Day

January 15, 2007   Martin Luther King Jr. Day

PRESERVICE ACADEMIES ARE IN SESSION ON THE FOLLOWING HOLIDAY:

January 15, 2007   Martin Luther King Jr. Day-State Holiday
                                   *Academy Training Day

Preservice Academy

Regional Academy
*6 Offerings

Weeks One, Two and Three are held at Correctional Training Institute Regional Academy Sites: CTI Miami, CTI New Castle, CTI Plainfield, CTI Putnamville, and CTI Westville

Regional Academy: Contact CTI New Castle Darrell Fox 765/521-0230 Ext. 5008; CTI Miami Sharon Deford 765/689-8920 Ext. 5513; CTI Plainfield Kathy Goen 317/839-2513 Ext. 1927; CTI Putnamville Ken Kortum 765/653-8441 Ext. 340; CTI Westville Eric Comeno 219/785-2511, Ext. 4140

	Session Numbers	Week One COURSE 001620 Dates:	Week Two COURSE 001621	Week Three COURSE 001622
2007	0045	January 8-12	January 15-19	January 22-26
	0046	February 5-9	February 12-16	February 19-23
	0047	March 12-16	March 19-23	March 26-30
	0048	April 9-13	April 16-20	April 23-27
	0049	May 7-11	May 14-18	May 21-25
	0050	June 4-8	June 11-15	June 18-22

Target Audience: All new staff that has daily or regular offender contact attend a Preservice Academy unless they have been separated from Department employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave.

Class Size: Designated per classroom space and resources

Location: CTI Regional Academy Sites

Time: 8:00 a.m. - 4:30 p.m.

Training Credit: 112.5 hours

Synopsis: The Correctional Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

The Academy places emphasis on establishing and maintaining a secure and safe environment for staff, offenders, and visitors through professionalism, ethical conduct, teamwork, and the implementation of best-correctional practices.

Leadership Courses

An asterisk indicates PeopleSoft course/session numbers were not available for the workshop at the time of printing of the Annual Training Calendar.   A separate course announcement will be provided with course /session numbers.

COURSE 001779	Correctional Management Custody Supervisory Training Contact David Vought (765) 521-0230 Ext. 5010		
Session Numbers		**Dates**	**Location**
2007	0040	January 10-11	Correctional Training Institute
	0043	January 10-11	Indiana Women's Prison
	0051	January 10-11	Indiana State Prison
	0049	January 25-26	Madison Correctional Facility
	0041	February 7-8	Correctional Training Institute
	0052	February 7-8	Indiana State Prison
	0022	February 8-9	Rockville Correctional Facility
	0044	February 14-15	Indiana Women's Prison
	0050	February 21-22	Madison Correctional Facility
	0053	February 21-22	Indiana State Prison
	0023	March 1-2	Rockville Correctional Facility
	0042	March 14-15	Correctional Training Institute
	0054	March 14-15	Indiana State Prison
	0045	March 21-22	Indiana Women's Prison
Target Audience:	Sergeant, Lieutenants, Captains and Majors		
Class Size:	Up to 24 participants		
Time:	9:00 a.m. – 4:30 p.m.		
Training Credit Hours:	13 hours		
Synopsis:	This training will provide correctional managers from the ranks of sergeant, lieutenant, captain, and major an opportunity to learn and discuss the competencies of custody supervisory staff and apply these competencies to their major duties and tasks through practicum exercises.		

Trainer Development Programs **1 Offering**

COURSE 000480	Presentation Skills/The Basics Contact Darrell Fox (765) 521-0230 Ext. 5008	
Session Number	**Date**	**Location**
2007 0440	February 14	Correctional Training Institute, New Castle
Target Audience:	Any staff member utilized as an adjunct trainer for any Preservice Academy Program. This one-day course is designed for trainers, collateral trainers, and any staff who are required to make presentations.	
Participant Numbers:	Up to 12 participants per class	
Locations:	Correctional Training Institute, New Castle	
Training Credit:	6 hours	
Time:	9:00 a.m. – 4:00 p.m.	
Synopsis:	The program provides basic techniques and knowledge needed for giving effective presentations. Problem areas and solutions for those areas are covered. Program provides an opportunity to learn the necessary knowledge and skill techniques for effective presentations.	

Special Issue Workshops

25 Offerings

COURSE 001027	Mentoring Program Training Contact Darrell Fox (765) 521-0230, Ext. 5008 or Robert Talbott (765) 521-0230, Ext. 5013	

Session Numbers		Dates	Location
2007	0071	January 4	Indiana State Prison
	0056	January 9	CTI
	0082	January 11	Miami Correctional Facility
	0048	January 17	Plainfield Training Complex
	0049	January 18	Plainfield Training Complex
	0072	January 18	Indiana State Prison
	0050	January 30	Plainfield Training Complex
	0051	January 31	Plainfield Training Complex
	0057	February 1	CTI
	0073	February 1	Indiana State Prison
	0076	February 6	Plainfield Training Complex
	0077	February 13	Plainfield Training Complex
	0074	February 15	Indiana State Prison
	0078	February 20	Plainfield Training Complex
	0075	March 1	Indiana State Prison
	0079	March 6	Plainfield Training Complex
	0080	March 13	Plainfield Training Complex
	0081	March 20	Plainfield Training Complex

Target Audience:	Mentors selected by Facility Superintendents or designee
Class Size:	30 Participants
Time:	8:00 a.m. – 4:30 p.m.; ISP 7-3 p.m.; MCF 9-3 p.m.
Training Credit Hours:	7.5 hours
Synopsis:	Provide knowledge, skills, and abilities needed to successfully participate in the Indiana Department of Correction formal Mentoring Program.

COURSE 000766 Internal Affairs Workshop
Contact Robert Talbott (765) 521-0230 Ext. 5013

Session Numbers	Dates	Location
2007 0086	February 26 - March 2	Correctional Training Institute

Target Audience:	Potential Department Investigators/Internal Affairs
Class Size:	20 Participants
Time:	Mon. 9:00 – 4:30 p.m.; Tues.-Thurs. 8:00 a.m. – 4:30 p.m.; Fri. 8:00 – 12:00 p.m.
Training Credit Hours:	32 hours
Synopsis:	An entry level program targeting Correctional Staff interested in the Investigative field. This program will provide instruction regarding Basic Correctional Investigative Techniques and expand opportunities for correctional staff to obtain certification and qualify for investigator positions.

Jail Safe
Contact Chris Stunda (765) 521-0230 Ext. 5017

Dates:	**2007**	**Location**
	January 10	Correctional Training Institute
	January 24	Westville Correctional Facility
	March 14	Correctional Training Institute
	March 21	Westville Correctional Facility
Target Audience:	Jail Employees	
Class Size:	75 participants	
Time:	8:30 a.m. – 4:30 p.m.	
Training Credit Hours:	8 hours	
Synopsis:	Refresher Jailer's Training at its best! These one day modules are presented to Statewide Jailers to refresh and enhance their professional skills. Offered every other month; Jail Safe's agenda will vary.	

COURSE	Lady Justice: Offender Law Clerk Certification Contact Nick Law (765) 521-0230 Ext. 5014

2007	Dates TBA	Location TBA

Target Audience:	Offender Legal Research Assistant
Class Size:	40-50 Participants
Time:	Mon. 12:30 – 4:30 p.m.; Tues.-Thurs. 8:00 a.m. – 4:30 p.m.; Fri. 8:00 – 11:30 a.m.
Training Credit Hours:	30 hours
Synopsis:	This training will provide a general overview of the legal system, the IDOC disciplinary and grievance procedures, legal research, legal writing, and constitutional and appellate law. Participants will earn certification. Offenders who complete this training will be certified.

COURSE	Order in the Court: Hearing Officer Certification Contact Nick Law (765) 521-0230 Ext. 5014

Session Numbers 2007	Dates March 26-29	Location CTI

Target Audience:	All IDOC Hearing Board Chairman
Class Size:	60 Participants
Time:	8:00 a.m. – 5:00 p.m.
Training Credit Hours:	32 hours
Synopsis:	This training will provide training in administering IDOC disciplinary and grievance procedures. The training will include an overview of the legal system, and relevant constitutional law. Participants will earn certification.

| COURSE 001134 | Thinking for a Change (TFAC) |
| | Contact Lisa Dempsey (765) 521-0230, Ext. 5005 |

Session Numbers		Dates	Location
2007	0163	March 20-23	CTI

Target Audience:	Correctional Staff who will facilitate TFAC to offenders
Class Size:	Up to 28 Participants
Time:	8:00 a.m. – 5:00 p.m.
Training Credit Hours:	32 hours
Synopsis:	This workshop will train staff to become facilitators of the TFAC program. Upon completion, staff will be able to instruct the 22 lessons of TFAC to the offender population.

NIC Programs and Videoconferences

Staff Development & Training Division will market all NIC Videoconferences to Indiana Department of Correction staff. The Staff Development & Training Division will host and coordinate designated sites for viewing and/or video taping the program for checkout viewing at a later time.

Listed below are current NIC Broadcasts. Any facilities that have the equipment and wish to receive this feed from CTI should contact David Vought as indicated.

For additional information on individual broadcasts, please refer to the NIC website at www.nicic.org.

OTHER TRAINING SUPPORT

The Division of Staff Development and Training may support training needs that fall outside of the areas covered in this Training Plan. Additional training support (program registrations) will be provided on a case-by-case basis to Departmental staff as determined by submission of "Training Funding Request" to the Division, obtain Training Request Form from your facility.

Facility Performance Reviews

Contact Nancy Riley (765) 521-0230 Ext. 5003		
2007	Jan. 8-11	Miami Correctional Facility (Mock Audit)
	Jan. 16-18	South Bend Juvenile (ACA Audit)
	Jan. 29-31	Correctional Industrial Facility (ACA Audit)
	Feb. 5-7	Pendleton Correctional Facility (Year 1 Review)
	Feb. 12-14	Logansport Juvenile Correctional Facility (Mock Audit)
	Feb. 19-21	Plainfield Correctional Facility (Year 1 Review)
	Feb. 21-23	Reception Diagnostic (Year 1 Review)
	Feb. 26-28	Miami Correctional Facility (ACA Audit)
	March 5-7	Branchville Correctional Facility (Year 2 Review)
	March 12-14	Chain O'Lakes (Year 2 Review)
	March 19-21	Medaryville Correctional Facility (Year 2 Review)

Certifications/Recertifications **8 Offerings**

Security Skills Certification	Contact Angel Velez (317) 234-3908 Emergency Response Operations

Dates:	**2007** **Location:**
	February 19-23, 2007 Correctional Training Institute
Target Audience:	Adjunct Instructors are certified or re-certified to teach DOC employees Security Skills curricula on an as needed basis.
Class Size:	Varies
Time:	8:00 a.m. – 4:30 p.m.
Training Credit Hours:	Certification 15 hours; Re-certification 7.5 hours
Synopsis:	Certification and Re-certification Security Skills are conducted bi-annually, in a 5-day workshop, via qualified presenters. Participants learn the application and use of mechanical restraints, proper search, and transportation procedures. Participants must achieve a 90% or above proficiency level in application skills to be certified and instruct IDOC employees in Security Skills.

EMERGENCY RESPONSE OPERATIONS Contact Angel Velez (317) 234-3908		
2007 DATES	**ACADEMY**	**LOCATION**
January 22-25	E-Squad Basic	CTI, New Castle
February 6-9	SITCON Advanced	CTI, New Castle
February 19-23	Security Skills Cert	CTI, New Castle
March 19-23	E-Squad Advanced/Marksmen	CTI, New Castle
April 2-4	Adult Personal Protection Re-Cert	CTI, New Castle
April 16-27	SERT Basic	CTI, New Castle
June 7	ERO Competition	Pendleton H.S.

Parole Services

PAROLE PRESERVICE TRAINING	Basic Training For New Field Staff Contact Amanda Hall (317) 484-1836, Ext. 263
Dates:	**2007** **Location:**
	January 8 - 12 CTI New Castle
Target Audience:	All new Field Staff
Class Size:	Will vary with hiring process
Time:	8:00 a.m. – 4:30 p.m.
Location:	CTI New Castle
Training Credit Hours:	37.5 hours
Synopsis:	This program is designed to provide basic training specific to the job duties of the Field Staff Agent. New Field Staff Agents receive training in topics necessary to perform their duties as a Field Staff Agent. A new Field Staff Agent receives skill and knowledge based instruction through the Correctional Training Institute at New Castle or at a Regional Facility.

PAROLE FIREARMS TRAINING	Parole Firearms Training for Parole Agents Contact Amanda Hall (317) 484-1836, Ext. 263
Dates:	**2007** **Location:**
	April 30 - May 4 CTI New Castle
Target Audience:	Parole Agents
Class Size:	Up to 45 Participants
Time:	8:00 a.m. – 4:30 p.m.
Location:	CTI New Castle
Training Credit Hours:	22.5 hours
Synopsis:	This program is designed to provide firearms instruction to carry a side arm for all Parole Agents and Chemical Agent's Certification. This training will be at the Correctional Training Institute and Firing Range at New Castle.

Community Corrections

Courses	Date	Time	Location
Community Supervision Basic Training (Parole & CC)	Jan. 8-12, 2007		Correctional Training Institute New Castle, IN
Level of Service Inventory Revised (LSI-R)	Jan. 15-16, 2007	8:00 am to 4:30 pm	Tippecanoe CC 2800 N. 9th Street Rd. Lafayette, IN
Youth Level of Service (YLS-CMI)	TBA		TBA in 2007
ECMS	Jan. 29-Feb. 2, 2007		Tippecanoe CCC 2800 N. 9th Street Rd. Lafayette, IN
ECMS *Class closed*	Feb. 5-9, 2007	(8:30 am to 4:30 on Monday, 8:00 am to 4:30 pm for the rest of the week)	Hamilton CCC 18104 Cumberland Road Noblesville, IN
ECMS *Class closed*	Feb. 20, 21, 22, 26, & 27, 2007	(8:30 am to 4:30 on Monday, 8:00 am to 4:30 pm for the rest of the training)	Correctional Training Institute, New Castle, IN
ECMS *Class Closed*	March 12-16, 2007		Site TBA in Porter County
ECMS	March 26-30, 2007	(8:30 am to 4:30 on Monday, 8:00 am to 4:30 pm for the rest of the week)	Monroe CCC 405 West 7th St. Bloomington, IN

Systems & Technology Staff Training

All Systems & Technology Staff Training as listed below is coordinated through Jonnie Zasada, Staff Development & Training. Please call her at (317) 232-6928 for dates, times, and locations.

FOR ALL SYSTEMS & TECHNOLOGY STAFF TRAINING
     Contact Jonnie Zasada (317) 232-6928

OIS (General Inquiry)
JDS (General Inquiry)
OGRE (Offender Grievance Review and Evaluation)
CCMS (Comprehensive Case Management System) for juveniles
OCMS (Offender Case Management System)
APM (Adult Program Management) part of OIS
OIS (Property Inventory Management)
PCM (Parole Caseload Management)
ASIS (Adult Student Information System)
SAMS (Substance Abuse Management System)
SOMM (Sex Offender Management System)
IA (Internal Affairs)
OTS (Offender Trust Fund System)

State Personnel Training

TRAINING PROGRAMS

JANUARY 2007

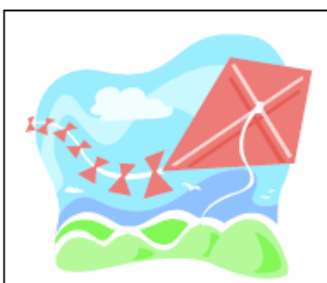| Date	Time	Class	Cost
8	10:00 – 11:30	**Basic American Sign Language** 8-Week Course, one session per week: 1/8/07-3/05/07 Participants MUST commit to attend all 8 weeks	Free
9	9:00 - 3:00	**CERT: Managing People****	*See fee below
10	9:00 - 3:00	**CERT: Selection & Interviewing****	*See fee below
11	9:00 –12:00	**Record Keeping Guidelines for Occupational Illnesses & Injuries (OSHA)**	Free
16	9:00 - 1:00	**CERT: Personnel Rules****	*See fee below
17	9:00 - 12:00	**CERT: Progressive Discipline****	*See fee below
17	1:00 – 3:00	**CERT: Family Medical Leave****	*See fee below
18	9:00 – 3:30	**Performance Management** (**not** part of CERT program)	Free
23	9:00 - 3:30	**CERT: Performance Management****	*See fee below
24	10:00 – 11:00	**Ethics**	Free
30	9:00 - 4:00	**CERT: Workplace Harassment Prevention****	*See fee below
31	9:00 - 2:00	**CERT: Administrative Investigations****	*See fee below
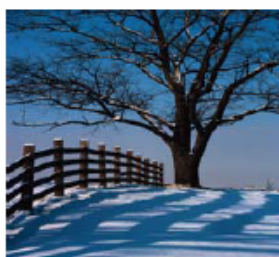
TRAINING PROGRAMS

FEBRUARY 2007

Date	Time	Class	Cost
6	9:00 – 1:00	**Family Medical Leave****	Free
7	9:00 – 1:00	**Information and Records Management**	Free
8	9:00 – 3:00	**Customer Service**	Free
13	9:00 – 12:00	**Workplace Harassment Prevention**	Free
14	1:00 - 3:30	**Hoosier S.T.A.R.T. "Plan Overview and Enrollment"**	Free
15	9:00 – 12:00	**Short & Long-Term Disability/Workers' Comp**	Free
20	10:00 – 11:00	**Ethics**	Free
21	9:00 – 3:30	**Performance Management**	Free
22	8:30 - 4:30	**Pre-Retirement Planning Seminar**	Free

TRAINING PROGRAMS

MARCH 2007

Date	Time	Class		Cost
6	9:00 – 3:00	**CERT Review Session**** (restricted enrollment)	*Approved Provider HRCI*	Free
7	9:00 – 3:00	**Selection & Interviewing**	*Approved Provider HRCI*	Free
8	9:00 – 3:00	**Conflict Resolution**		Free
15	9:00 – 3:30	**Performance Management**	*Approved Provider HRCI*	Free
20	9:00 – 3:30	**Situational Leadership****	*Approved Provider HRCI*	Free
22	10:00 – 11:00	**Ethics**		Free

NOTE: All classes will be held in the State Conference Center except where noted.

Human Resource Certification Institute (HRCI) Recertification Credits for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events. For more information you may access to following website: http://www.hrci.org/

*The Comprehensive Employee Relations Training (CERT) program has a fee of $25.00 for each participant. The fee covers the 8 training sessions inclusive in the CERT program. <u>CERT participants must commit to attend all 8 training sessions.</u>

**These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register you will need to contact your agency training contact person (ATCP).

HOW TO REGISTER FOR STATE PERSONNEL TRAININGS:

●Register through your **Agency Training Contact Person** (**ATCP**). ONLY EXCEPTION: If your agency does not have an ATCP, registrations may be sent directly to the Training Division of the State Personnel Department.

●The State Training Registration Form must be completed in order to register for all classes.

●After authorization by your supervisor or the appointing authority, forward your registration form(s) to your ATCP.

●Information must be complete.

●The registration form should include only one person registering for one program.

●Employees should receive confirmation from the State Personnel Department that they are registered for a class. Should the timeframe of registration not allow for a written confirmation from State Personnel, the agency should confirm the registration and location (obtained from State Personnel) to the employee.

Access Basic Computer Training
This is a three-day program. Participants must complete all three days to receive training credit. Upon completion, participants will be able to utilize the Wizard to create tables, forms, and reports. They will create and modify tables and forms using Design View; find and edit reports; filter and sort records; create a Select Query to view specific fields; and use forms to locate and organize information.

Advanced Verbal De-escalation
Advanced Verbal De-Escalation is a training course that focuses on preventing physical force in juvenile correctional settings through use of effective verbal communication skills. Emphasis is placed on the techniques and underlying principles of using verbal de-escalation to address conflict situations involving juvenile offenders. The course examines the nature of conflict; the different ways that individuals react to conflict; the stages of conflict encountered with juveniles; and the appropriate intervention of staff at each stage. Through role playing, discussion, activities, and simulations, participants learn and apply verbal de-escalation techniques to a range of conflict situations involving juvenile offenders. Appropriate staff intervention is taught for each stage in a conflict situation involving a juvenile offender, with particular focus given to crisis situations involving out-of-control juvenile offenders. Through class discussion and debriefing after each role play, simulation, or activity, the effectiveness of various de-escalation techniques are examined with the facilitator highlighting those techniques that are most appropriate and effective.

Baby Boomers vs. Generation X Workshop
"Generation X" and "Baby Boomer" employees approach work related issues with different styles and attitudes. This training is designed to make staff aware of the differences in order to bridge the generation gap and promote teamwork.

Back to the Basics
Juvenile Security Training program designed to train Juvenile Supervisors, Sergeants and up, including Superintendents and Assistant Superintendents in identifying the five levels of emergency, proper notification and documentation procedures, and activating a command center. Other topics include Juvenile Use of Force, Management for Leaders, Back to the Basic Security, and table topic scenarios dealing with recent scenarios that have take place in Juvenile facilities.

Basic CPR/First Aid/AED Instructor
This course is designed to train staff as Basic CPR/First Aid Instructors in the proper procedures and up to date techniques for Adult Basic CPR, First Aid and AED at their respective facilities. If required, they will be able to co-instruct at other facilities as needed. **Prerequisite:** Must be currently certified in CPR and First Aid.

Chaplain and Community Involvement Training
This workshop will teach Chaplain and Community Involvement staff at CTI New Castle. This training will involve some evening training.

Coaching I Workshop

This workshop defines and emphasizes a Correctional Supervisor's role as a coach. The training focuses on communication, commitment, and how to motivate employees. This is a hands on, interactive workshop with video scenarios to illustrate the topics.

Coaching II Workshop

Coaching II will build on the fundamental motivational techniques presented in Coaching I. Coaching II will emphasize supervisory skills including: assessing volatile situations; advanced verbal de-escalation techniques; how to conduct an effective Use of Physical Force Debriefing; and, "professionalism" that promotes positive attitudes from staff.

CPR/First Aid/AED Instructor Trainer/Trainer (ITT)

This is a two-day course to train and certify Basic level CPR/First Aid Instructors as Instructor Trainers. As an Instructor Trainer they will be able to instruct, train, and certify other staff as Basic CPR/First Aid/AED instructors.

Customer Service and Telephone Etiquette:

This workshop is intended specifically for IDOC Clerical/Administration Support staff and will focus on techniques for dealing interpersonally with staff and the public (the "customer"). This workshop will also cover guidelines for proper telephone usage and the handling of various types of telephone calls.

Custody Supervisors Training

This training will provide custody supervisors information on emergency response operations, preparing master rosters, Re-entry overview, human resource issues, security issues, post order, and investigations.

Excel 2003 Basic Computer Training

At the end of this class, participants will be able to create worksheets by entering text, values, and formulas. They will be able to change Excel's appearance through cell formatting, and prepare a document for printing.

Excel 2003 Intermediate Computer Training

Upon completion, participants will be able to sort and filter data, create and modify pivot tables, as well as create, modify, and format charts. They will also learn to add, format, and use graphics to enhance worksheets and charts.

Excel 2003 Advanced Computer Training

Upon completion, participants will be able to utilize advanced features of Microsoft Excel, including working with multiple worksheets, consolidating and analyzing data, advanced formula construction, and an introduction to Macros. **Prerequisite:** In order to attend Excel 2003 Advanced, participants must complete the Excel 2003 Basic and Excel 2003 Intermediate computer-training courses.

Field Training Officer/On Job Training (FTO/OJT) Training for Trainers
One-day course designed to train Field Training Instructors to train Field Training Officers in effective trainer techniques for On-the-Job training. The entire process of teaching a new employee a skill is explored; how a performance checklist is developed and used for on-the-job training; identification of the nine critical components of a performance checklist; and, the six (6) steps involved in the Field Training Officer process.

Hepatitis C Workshop
This one-day workshop will be instructed by either Roche Pharmaceuticals or MATEC. Issues surrounding Hepatitis C will be presented to healthcare staff during the workshop.

House Bill 1437
Indiana Code 11-8-2-8 states that the Department shall provide training (a minimum of six hours) to employees who interact with persons with mental illness, addictive disorders, mental retardation, and developmental disabilities concerning the interaction, to be taught by persons approved by the secretary of family and social services, using teaching methods approved by the secretary of family and social services and the commissioner. Based on statutory obligations, the Division of Staff Development and Training is offering this program to assist facilities in meeting the mandatory training requirements established under Indiana Code 11-8-2-8. The instructors, materials, and teaching methods have been approved through all necessary channels.

IDOC New Correctional Training Officer Orientation (NTO)
Two-day course designed for all new Facility Correctional Training Officers within the first three months of selection/assignment. The program covers Indiana Department of Correction requirements per statute, code, policy and procedure including: Training Policy 01-05-101; Training Audit Program; Record Keeping; Facility Training Committee; Training Reports; Training Forms; IDOC Lesson Plan Development; Resource Materials; Orientation to the Correctional Training Institute; Field Trainer Orientation Overview; PeopleSoft Orientation; and Briefing on SD&T sponsored In-Service Training.

Intermediate Supervisory Leadership Course (ISLC)
This three day training course is part of the continuum of training for Correctional Supervisors. ISLC provides additional skills and supplements to the BSLC training that is a prerequisite to the ISLC. Topic Covered: Time Management, Planning and Organization, Goal Setting, Delegation, Staff Motivation, Career Development, Managing Difficult Co-Workers, Conflict Management, Coaching, Traits to Become an Effective Leader.

Leadership Development Competencies
Leadership Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Team Building, Collaboration, Problem Solving and Decision Making, Managing Change, and Strategic Thinking. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Managing Multiple Projects
This workshop is intended for IDOC Clerical/Administrative Support staff and will cover techniques for managing multiple projects. Topics covered include establishing priorities, meeting deadlines, planning and organizing, and time management.

MATEC HIV Workshop
MATEC instructors will present this two-day workshop. The workshop will cover HIV basics, counseling, treatment and support, and discharge planning.

MATEC Juvenile HIV/STD Workshop
This workshop will be presented by the Midwest Aids Training and Education Center (MATEC). The focus will be on HIV, STDs, and youth HIV and substance abuse.

Media Madness
A mandatory interactive workshop for all Facility Public Information Officers/Assistant Public Information Officers. Assistant Superintendents may attend at their discretion. Participants will gain additional knowledge in Press Releases, Meeting with The Media, Media Interviewing, and Dissemination of Information to All Facility Staff.

Mentoring Program Training
The Mentoring Program is designed to promote professional growth, inspire personal motivation and enhance effectiveness of all new employees in the Department of Correction. The Mentor can offer seasoned experience in the form of training and socializing the new employee to the work place. Training for mentors will include how to motivate others to do their best by providing mentees with general advise, guidance, encouragement, and honest feedback.

Mid-Management Leadership Course (MMLC)
This three day training course is the third in the leadership continuum. This course helps experienced managers to continue to develop skills learned in the ISLC and the BSLC. It also familiarizes managers with presentation skills and how to format decisions briefings. Topics Covered: Concepts of Leadership and Teams in Corrections, Role of Innovation, Becoming an Agent for Change, Team Development and Problem Solving, Problem Solving Skills, Formatting a Decision Briefing, Career Development, Presentational Skills and Corrections, General Causes of Resistance to Change, and Eight Guidelines for Managing Change.

Midwest Aids Training and Education Center (MATEC/HIV)
This is a two-day comprehensive seminar and clinic-based educational program taught by physicians and other health care professionals with clinical HIV expertise. The agenda is as follows: 1. HIV the Basics; 2. HIV Presentation Counseling; 3. HIV Treatment and Support; and 4. Discharge Planning.

Moving on Up!
Making the change from peer to supervisor is never easy. New managers may find themselves struggling to find a balance between old coworker relationships with their new management responsibilities. This training program is designed to help participants make a successful transition from "coworker" to "manager" through the presentation of four proven strategies that will facilitate a new supervisor's changing workplace relationships.

Organizational Development Competencies

Organizational Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics, Vision and Mission, Self Awareness, Managing the External Environment, Power and Influence, Strategic Planning and Performance Management. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Personal Accountability in a Professional Environment

The ability for staff to accept responsibility is important to both their personal and professional success, and the success of the Department. This workshop will teach staff how to develop a "can do" attitude to build their confidence, accountability, and competency. Staff growth ultimately leads to organizational growth.

PLUS Unit Training

This course is mandatory training for all staff assigned to work on a PLUS unit. Course will consist of a presentation about the history of the program, purpose, goals, curriculum overview, eligibility criteria, and evaluation criteria. There will be breakout sessions for chaplains, counselors, casework managers and correctional officers. Following the training at CTI there will be a tour of the PLUS unit at CIF.

Power Point Basic

Upon completion, participants will be able to open a presentation, create Title and Bullet slides, modify slide text, select and utilize templates, and work with Drawing Tools. They will also learn to use and insert tables, ClipArt and WordArt while exploring Slide Show options such as transitions, animation, presentation and printing.

Power Point Level II

Upon completion, participants will be able to utilize many advanced features of PowerPoint, including creating templates, working with multimedia, and various additional PowerPoint features. **Prerequisite:** In order to attend PowerPoint Level II, participants must complete the PowerPoint Basic computer-training course.

Professional Development Competencies

Professional Development Competencies is designed to provide supervisors and managers with the competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Interpersonal Relationships, Oral and Written Communication, Motivating Others, Developing Direct Reports, and Managing Conflict. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Re-Entry Training

This training is intended to provide unit team staff with a detailed overview of the Indiana Department of Correction Re-Entry Process. Topics included in the training are: Overview of the "Transition from Prison to Community" model developed by the National Institute of Corrections, overview of re-entry policy and procedure, development of re-entry accountability plans (RAP), and conducting RAP reviews.

Sexual Harassment Prevention
This workshop is intended for DOC Supervisors and will cover the enforcement of sexual harassment policies and laws in the workplace. This workshop will include scenarios to help supervisors prevent, identify and effectively deal with sexual harassment.

Sexual Misconduct and Other Unethical Behavior Workshop
The workshops will combine portions of last year's "Sexual Misconduct" and "Ethical Dilemmas" workshops. Topics covered include red flags and warning signs, ways staff get involved in unethical behavior, and prevention strategies.

Strategic Shooting with a Camera
This workshop will cover proper video and still camera usage to ensure situations, events and evidence and properly photographed/recorded. Recording of crime scenes, use of physical force, use of restraint chairs, and cell extraction recording will also be covered during the workshop.

Supervising High Risk Juvenile Offenders
This workshop is designed to give participants an overview of how to work safely and effectively with violent/hostile juvenile offenders.

T for T for Correctional Management – Custody Supervisory Training
This training is designed to teach trainers how to instruct the "Correctional Management – Custody Supervisory Training" program. Upon completion, trainers will be able to instruct the 2-day program at their facility.

Train the Trainer: Foundation Skills for Trainers
This 32-hour program will develop the preparation, presentation and platform delivery skills needed to conduct training using established curricula. Focus areas include the needs and characteristics of adult learners, learning styles, the role of the correctional trainer, managing a learner-centered training environment, asking and responding to questions, facilitating lesson plans, teaching to performance objectives, and basic instructing methods.

Understanding and Managing Adolescent Behavior
This workshop provides participants with the knowledge and skill to understand what can be expected of adolescent behavior. This training will show how to appropriately relate to that behavior in their role as a professional correctional employee from a therapeutic perspective and as an adult role model.

Unit Team Phase III "Team Me"
This facilitation is an interactive discussion of the Unit Team's mission in teaming offenders and what each Unit Team Member brings to the team. Hands on exercises include "Team Me" with virtual teaming and "RAP"ing. Each facility would participate by submitting at least one Team of six staff members to the training; facilities may send two teams of six. This phase will additionally emphasize the role Parole plays in the UTM process.

Verbal Judo
This workshop is designed around the "Verbal Judo" techniques of George J. Thompson. This workshop will cover ways to use words instead of actions to achieve goals, ways to maintain professionalism in conflict situations, and ways to speak to others without causing or escalating conflict.

<u>Video Production Workshop: Planning a Video</u>
This workshop will focus on video pre-production. Elements will include developing video concept, planning, scripting, and storyboarding.

<u>Video Production Workshop: Producing a Video</u>
This workshop will focus on video production. Elements will include camera, lighting, sound, location, and acting techniques.

<u>Video Production Workshop: Editing a Video</u>
This workshop will focus on video post production. Elements will include recording narration, selecting background music, sound mixing, and editing. Using the above techniques, participants will help produce a take home training video.

<u>Workplace Violence</u>
Workplace violence (non-offender related) can occur at anytime and can have serious consequences. This workshop is designed to cover issues around workplace violence including warning signs, domestic violence and stalking, and ways to safeguard your work area.